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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 25 October 1961

FROM : Deputy Chief, Language Training

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

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1. On 24 October [ ] received a telephone call from Miss Diana deVegh of the National Security Council saying that she had been contacted by Dr. Butts from the Office of the Assistant Secretary of Defense who is conducting a survey of language and area training. [ ] explained to Miss deVegh that the information which we had passed along to her was sensitive information which was for the use of her Office only and that we would appreciate it if she did not pass along any information of the sort which we had given her. She said that she had referred him to this Office as a contact point for obtaining information which he desired for his survey.

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When Dr. Butts called, [ ] offered to talk with him concerning his requirements whereupon he simply made a blunt request for detailed statistical information on language and area training in the Agency. He was told that it would be necessary to check out the authority for passing on such information and was later informed that it was not within the province of the Language and Area School to release this information. He was referred to the Office of the Director of Training, with the additional information that it would be advisable to submit the request for the information in writing to the Director of Training.

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2. A little case study on how an economy was made on training funds: [ ] FDD/00, a short time ago requested instruction in Albanian reading. A search for a tutor proved fruitless. [ ] then compiled materials (including tapes) which we had secured from the University of Indiana and NSA. A memorandum was received from [ ] in which he withdrew his request for tutorial services since "the materials are excellent and, being a former secondary school teacher, I feel that I can manage by myself and in due time take the Albanian reading exam."

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3. The new Russian instructor is busy teaching, recording in the laboratory, and preparing structural drills for use in intermediate and advanced classes. While a great number of Russian texts are being written throughout the country, there is very little available in the way of exercises affording practice in depth on the principal difficulties of Russian for the American student. All members of the Russian staff are in one way or another contributing materials to supply this gap for our own teaching needs.

4. [ ] discussed with [ ] of DDP/[ ] their current and future requirements for assistance from our LAS tutors in the [ ]. Since work was started on this project in March of this year, 11 of our tutors have worked on it for varying lengths of time. [ ] except for a short period of inactivity, has been working on the program since it was begun, and was given the task of training and supervising the other tutors as they came in to assist. Seven of our tutors are currently working on the program. [ ] who now administers the Name Grouping Project for [ ] indicated that the major requirement for the remainder of this year will be to complete the work on French, Spanish, Italian, Scandinavian, Slavic and Arabic names. The main effort for December and early next year will be in Chinese, Japanese and Korean.

5. During this period a total of 9 tutorials were completed, 5 in French and 4 in Spanish, and 5 tutorials were started, one each in French, Spanish, Russian, German and Japanese. This brings the total of tutorials currently in progress to 73 (in 16 different languages).

6. During the past week thirty-two written proficiency tests in French, Indonesian, Japanese, Russian, Serbian and Spanish were given. Twenty-two of the candidates were from DD/P and ten from other components.

Twenty-five oral proficiency tests in Czech, French, Japanese, Russian, Spanish and Swedish were given during the past week. Thirteen of the candidates were from DD/P and twelve from other components.

Forty-eight Language Award Certificates were forwarded to the Registrar this past week.



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